



June 25, 2010

This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

Direct Loan Program

COD News

COD Batch Processing Suspension And Web Site Outages June 25-26, 2010 (06/24/10)

As explained in a [March 2010 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#), we implemented Common Origination and Disbursement (COD) System functionality to support 2010-2011 Award Year processing. During the period June 25-26, 2010, we plan to implement additional COD System functionality for the 2010-2011 Award Year.

COD Batch Processing Suspension and Web Site Outage Information

In order to install the additional COD System functionality—

- We will suspend COD batch processing beginning at 2:00 P.M. (ET) on Friday, June 25, 2010. Records submitted after this time will be held and processed after 8:00 P.M. (ET) on Saturday, June 26, 2010.

Note: All actual disbursements with a disbursement date from June 25, 2010 through June 26, 2010 must be received by the COD System *no later than 9:00 AM (ET) on Friday, June 25, 2010*, and subsequently accepted by the COD System, in order for them to be included in the drawdown prior to the outage. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after June 26, 2010 will be processed and funded after the outage.

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 2:00 P.M. (ET) on Friday, June 25, 2010 and 8:00 P.M. (ET) on Saturday, June 26, 2010.
- Users will not be able to access the COD Reports area of the [COD Web site](#) between 2:00 P.M. (ET) on Friday, June 25, 2010 and 8:00 P.M. (ET) on Saturday, June 26, 2010.
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, or endorse a Direct PLUS Loan electronically via the [StudentLoans.gov Web site](#) between 2:00 P.M. (ET) on Friday, June 25, 2010 and 8:00 P.M. (ET) on Saturday, June 26, 2010.
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#) between 2:00 P.M. (ET) on Friday, June 25, 2010 and 8:00 P.M. (ET) on Saturday, June 26, 2010.



Note Regarding COD School Relations Center on June 25, 2010: The COD School Relations Center will be open from 8:00 A.M. until 8:00 P.M. (ET) on Friday, June 25, 2010. However, due to the COD System and Web site outages, customer service representatives will be limited in the assistance they will be able to provide on that day. We apologize for this inconvenience and appreciate your understanding.

Note: The COD System will undergo extended routine maintenance on Sunday, June 27, 2010 from 12:00 A.M. until 1:30 P.M. (ET). During this period, batch processing and Web site availability will again be impacted. Please refer to the "COD Processing Update" posted on the [COD Web site](#) for an explanation of this activity.

Additional information about the new functionality will be posted in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

Impact on COD Processing June 27, 2010 (06/23/10)

Federal Student Aid is planning several system maintenance activities on June 27, 2010. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Routine COD System Maintenance

On **Sunday, June 27, 2010**, we will perform system maintenance on the COD System. The impact to COD users is outlined below.

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 12:00 A.M. and 1:30 P.M. (ET).
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- Between 12:00 A.M. and 1:30 P.M. (ET), batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.



Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

Master Promissory Note, Entrance Counseling, and PLUS Search Issues [(4/22/10) Updated 6/16/10]

Federal Student Aid has identified four issues when schools search for Direct Loan Master Promissory Notes (MPNs), Direct Loan Entrance Counseling results, or Direct PLUS Loan Requests via the [COD Web site](#).

Issue 1: MPN Search by SSN-The search results do not return all MPNs associated with the student.

The search results should include any MPNs from any school associated with a student. Federal Student Aid has determined that in some cases, a search by student SSN is not pulling all MPNs associated with that student. For example, the search results will not always include a Direct PLUS Loan MPN associated with that student. In other cases, no search results are returned at all, even if an MPN is on file.

Issue 2: MPN Search by Date Range-The search results of more than 100 records do not display correctly and school cannot move to “Page 2” of the results.

The search results should include all MPNs within the date range. Federal Student Aid has determined that a date range search will only display the first 100 records and the school receives an error message when it attempts to view results on “Page 2”.

RESOLVED-Issue 3: Direct Loan Entrance Counseling date range search is unavailable.

The date range search functionality for Direct Loan Entrance Counseling is now available. In order to return the best results when performing a date range search, the maximum search period is 7 days.

Issue 4: Direct PLUS Loan Request (PLUS Acknowledgement) date range search is unavailable.

Federal Student Aid has determined that the date range search functionality for Direct PLUS Loan Requests is not working correctly. As a result, the functionality has been disabled temporarily. **Note:** In order to further research this issue, on May 13, 2010, Federal Student Aid disabled the date range search on the PLUS Application Response Request Search page (under the Batch Search menu).

Federal Student Aid is continuing its work to resolve all of these issues as soon as possible and will provide updates as more information becomes available. We will post these updates through the COD Processing Update.



Until the issues with search functionality are resolved, schools can use the Batch Search page to locate the desired information. When using this workaround, a school should perform a general date range search (up to 60 days) for ALL batches. After the results are displayed, the school can filter the results for the specific batch type: “EC” for Entrance Counseling batches, “PN” for MPN batches, and “SP” for PLUS Request Acknowledgement batches.

We apologize for any inconvenience these issues cause schools. If you have questions, contact the COD School Relations Center.

Reminder of Origination Fee Reduction for Direct Subsidized Loans and Direct Unsubsidized Loans (05/14/10)

As explained in a [February 4, 2010 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site, the origination fee for Direct Subsidized Loans and Direct Unsubsidized Loans was reduced for 2010-2011. This announcement provides operational guidance for schools and third party software providers on implementing these latest reductions in the origination fee.

Last year, many Direct Subsidized Loan and Direct Unsubsidized Loan awards rejected because the correct origination fee was not included with the award and/or was not used to calculate the award and its disbursements. For this reason, we want to remind schools of the previously provided guidance that is critical to successfully implementing the origination fee reduction for Direct Subsidized Loan and Direct Unsubsidized Loan awards.

Schools should refer to [the February 4, 2010 Electronic Announcement](#) for complete information about the origination fee reduction.

If your school needs assistance with COD System processing, including making changes to origination fees, contact the COD School Relations Center.

Weekly Reminders



COD Computer-Based Training (06/25/10)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 27, 2009.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

Note: With the implementation of the [StudentLoans.gov Web site](#) at the end of March 2010, the three electronic Master Promissory Note (MPN) simulations no longer reflected the process for electronically completing Direct Loan MPNs and have been removed. We will post updated electronic MPN simulations when we next update the full version of the COD CBT.

The components of the COD CBT are as follows:



COD System Simulations – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBTs – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

TEACH Grant Web Site Simulation – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include “COD CBT Question/Comment” in the subject line.



Grant Programs

ACG, National SMART Grant, Pell Grant, and TEACH Grant

COD News

NEW!

COD System Update Needed to Accept New National SMART Grant Eligible Majors for 2010-2011 Award Year (06/25/10)

In [Dear Colleague Letter GEN-10-12 posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), the Department of Education (the Department) announced the eligible majors for the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program for the 2010-2011 Award Year. The Classification of Instructional Programs (CIP) 2000 has been updated to the CIP 2010 edition corresponding with the 2010-2011 Award Year. CIP 2010 includes many new CIP codes within the National SMART Grant-eligible fields.

In the very near future, we will update the Common Origination and Disbursement (COD) System to accept the new CIP codes of academic majors eligible for the National SMART Grant Program for the 2010-2011 Award Year. Schools should not submit National SMART Grant records with these CIP codes to the COD System via batch or the COD Web site until we communicate the readiness of the COD System. We will communicate when those codes may be submitted in a forthcoming Electronic Announcement.

For complete information, refer to [the June 25, 2010 Electronic Announcement](#) posted on the IFAP Web site.

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